



Division of the State Architect

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Headquarters • 1102 Q Street, Suite 5100 • Sacramento, CA 95811 • (916) 445-8100

DSA BULLETIN 11-02

Revised: April 12, 2011
Issued: February 17, 2011

To: Division of the State Architect Regional Offices,
School Districts, Interested Parties

From: Division of the State Architect
Department of General Services
State of California

**SUBJECT: REVISIONS TO THE HIGH PERFORMANCE INCENTIVE (HPI) GRANT
PROGRAM INCLUDING NEW SUBMITTAL PROCEDURES.**

Purpose: To provide information regarding the High Performance Incentive (HPI) plan verification process.

Background: Assembly Bill (AB) 127, Nunez. Education facilities: Kindergarten-University Public Education Facilities Bond Act of 2006, was chaptered on May 20, 2006. This bill allowed for the passage of Proposition 1D, on November 7, 2006, providing \$100 million in High Performance Incentive (HPI) grants. On October 1, 2007, the Office of Administrative Law (OAL) approved the 2006 HPI grant regulations.

On January 25, 2011, the OAL approved amendments to the HPI grant regulations to include a base incentive grant for new construction and modernization projects. These changes also included increases in the number of high performance credits available, criteria to conform to current 2008 California Energy Code, as well as changes resulting from the California Green Code which became active on January 1, 2011. The changes were presented to, and approved by, the State Allocation Board in May and November of 2010 and became effective when approved by the OAL on January 25, 2011.

1. HPI Grant Qualifications: The K-12 school facility project must be eligible for the School Facility Program (SFP) funding to apply for an HPI grant. Prior to filing for the HPI grant with the OPSC, the school district must obtain verification of the HPI scorecard from the DSA/High Performance Section (HPS) as specified in the DSA HPI scorecard and guidelines for:

- [HPI Scorecard A](#) Projects subject to the mandatory CalGreen code measures, or
- [HPI Scorecard B](#) Projects not subject to the CalGreen mandatory measures.

2. DSA/HPS Plan Verification submittal: The following steps must be completed to obtain DSA verification:

- 2.1 Fill out form DSA-1, checking Box 16b, and send a set of plans and specifications, and HPI supporting documents to the DSA/HPS at 1102 Q Street, Suite 5100, Sacramento, CA 95811, or send electronically to Lydia.Barron@dgs.ca.gov
- 2.2 The DSA/HPS will conduct a preliminary review of the documents once received to ensure overall completeness and compliance with grant requirements and minimum energy code compliance. Projects will not be placed in line for HPI plan verification until all required supporting documents, plans and specifications are received. If items are not received within 8 weeks from the date recorded on the DSA -1 form, the plan verification for the HPI grant will be cancelled. A voided HPI plan verification will not affect other DSA plan reviews (structural, access, or fire life safety).
- 2.3 For projects that the DSA intake architect deems incomplete, the HPI review will be put on hold until further notification from the Regional Office's intake architect that the project is complete and assigned to DSA disciplines for review.
- 2.4 The Title-24, Part 6 Energy Code review must result in HPS signed and stamped drawing sheets which must be included in the drawing set for the back check appointment.
- 2.5 For more detailed information consult the [DSA Guidelines for HPI Projects](#).
- 2.6 Payment of all HPS plan review fees must be received by the DSA prior to the issuance of the Form HPI-1 (DSA-402) to the school district. This form is required by the OPSC to verify eligibility for the HPI grant.

3. HPI regulation effective dates: The date recorded on the DSA-1 application will be used as the date to determine the HPI scorecard to be used in the HPI verification:

- 3.1 **Submittals on or before January 25, 2011:** Construction documents and HPI documentation will be verified by the DSA/HPS under the HPI scorecard and guidelines utilizing the 2006 CA CHPS.
- 3.2 **Submittals after January 25, 2011:** Construction documents and HPI documentation will be verified by the DSA/HPS under the *new* HPI scorecard and guidelines utilizing the 2009 CA CHPS.
- 3.3 **HPI projects approved previously by the DSA that have not gone out to bid:** School Districts submitting HPI projects with a DSA application date prior to January 25, 2011 may request a revised HPI plan verification using the DSA "Revised Plans Reviewing Procedures" set forth in Section IV of the [Structural Plan Review Guidelines](#).
- 3.4 **Alternate for HPI projects approved previously by DSA and that have not gone to bid:** As an alternative to the plan revision process identified in Section 3.3, districts may opt to request an HPI Grant plan verification from the DSA/HPS to evaluate the DSA approved set of plans and specifications and calculate the number of HPI points per the HPI Scorecard based on the HPI Grant regulations which became effective on 1-25-11. DSA/HPS findings will be provided on the Form HPI-1. Since the plans have gone through review and approval, no revisions to the DSA HPS verified HPI points or approved construction documents should be made. If a school district wishes to increase the number of HPI points then Section 3.3 would apply,

i.e. amended plans, specifications, and any HPI documents should be submitted to DSA through a revision process.

- 3.5 Projects that never applied for the HPI Grant plan verification and have been approved previously by the DSA:** If a project has not gone out to bid, a school district interested in having an initial HPI Grant plan verification can choose to submit for a HPI Grant plan verification using Section 3.3 or 3.4 as described above.
- 3.6 For projects that do not have a bidding process in the project delivery method:** Prior to issuing any change orders, the school district can submit for a HPI Grant verification using Sections 3.3 or 3.4 or 3.5 as described above.